## YEAR-END SUMMARY

This summary will be used to select the outstanding club president of the past 4-H year. (Use only space provided. Do not add pages.) The summary may be submitted separately or placed in a notebook with copies of monthly agendas you have planned, photos of you in action, or other articles that show your actual work.

Name $\qquad$
Club $\qquad$
Check or circle the months in which you conducted the club meetings
$\square$ Sept $\square$ Oct $\square$ Nov $\quad \square$ Dec $\quad \square$ Jan $\quad \square$ Feb $\quad \square$ Mar $\quad \square$ Apr $\quad \square$ May $\quad \square$ June $\square$ July $\square$ Aug

Check level of training $\square$ Club $\square$ County $\square$ Region Location Date $\qquad$

## PRESIDENTIAL DUTIES (20 points possible)

Discuss briefly your role as your club's president. List your MAJOR responsibilities.

## APPOINTMENTS (10 points possible)

List all committees appointed by you as president. Note chairmanship positions which you appointed and other special appointments.

Your discussion may include how each was completed, time spent, problems you faced, special situations, etc.

1. PLANNING THE CLUB AGENDA (7 points possible)
2. DELEGATING RESPONSIBILITIES (7 points possible)
3. USING PARLIAMENTARY PROCEDURES (7 points possible)
4. WORKING WITH THE CLUB LEADER (7 points possible)
5. WORKING WITH OTHER OFFICERS (7 points possible)
6. WORKING WITH ALL MEMBERS (7 points possible)
7. WHAT WAS YOUR MOST DIFFICULT RESPONSIBILITY AS PRESIDENT? (10 points possible) Discuss how you carried out this responsibility.

Report must be signed by the officer submitting summary and approved by the club leader.
Date $\qquad$
 Signature of club president

Date $\qquad$

